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18 February 1983

MEMORANDUM FOR:

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DDA/Management Staff

FROM

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Office of Finance

SUBJECT : Office of Finance Snow Emergency Procedures and Problems on 11 February 1983

1. Office of Finance (OF) response to the snow emergency situation of 11 February 1983 was handled in accordance with OF standing instructions for snow emergencies and little or no problems were encountered by the designated emergency personnel who are required to be at the Headquarters and Key Building Disbursing offices until either relieved or instructions to leave are issued by the Director of Finance.

2. For the Office of Finance we have four officers designated emergency personnel. Two officers are Monetary Division personnel, the Chief Monetary Division and Deputy Chief staff Key and Headquarters Disbursing components respectively. The Director of Finance (DIR/FIN) and Deputy Director of Finance (DDIR/FIN) share the same facilities with DIR/FIN in Headquarters and DD/FIN in Key Building.

3. Since liberal leave policies were in effect for U.S. Government employees, besides the designated emergency personnel, a fair representation from each Finance's Divisions and Staffs arrived. Most employees remained until instructed to leave by the Director of Finance. That decision was passed on to the Office of Finance employees about 12:30 P.M., 11 February 1983. Most people departed Key Building using public and private transportation. The Agency shuttle was not used nor was it available at departure time. Since most Key Building personnel use private POV's

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and public transportation, we are less effected than other outlying areas more dependent on the shuttle.

4. Because of weekend travel by Agency personnel, Office of Finance handled approximately 60 disbursement requests in Headquarters and two in Key Building. We, also, reimbursed our cash custodians and B&F offices who were still working, until released, and disbursed over dollars. 25X1 This was unusual for the snow emergencies generally limit the customers requiring service. Most need to receive travel advances for weekend and early Monday morning travel.

5. For food, shelter, and housing during the 11 February 1983 snow emergency, Office of Finance performed on an ad hoc basis with good results. In Key Building public hotels, resturants, and fast food places can meet most of our requirements. Public bus and METRO are across the street. For Headquarters personnel, the snack bars and cafeteria are the most likely areas for food. Nearby offices have couches if an over night stay were to be required.

6. Our only immediate needs would be a few convenience items, i.e., pillows and blankets for approximately four personnel in Headquarters. We have office facilities for stocking one or two cases of emergency rations but these can be ordered and in place prior to an emergency.

7. For transportation we rely on the one Office of Finance vehicle (front wheel drive assigned to our component for use by Headquarters/Key personnel). Backup vehicles are POV and public transportation. Although Office of Finance procedures specify the OL/Motor Pool will provide transportation for Office of Finance emergency personnel if required, we found through past experience this is not a viable option. Too few vehicles and too many requirements as proved the case on the 11 February 1983 snow emergency. Although around 8:00 P.M., the Security Duty Office arranged

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with OL/Motor Pool to Transport the DIR/FIN home along with other stranded HQS personnel.

8. Office of Finance emergency personnel, namely the Monetary Officers serve as both duty officer and emergency officers and have communication paging devices that are telephone activated through the DDO Duty officer.

9. Office of Finance requirements are few and an internal review is currently underway to identify areas where improvements can be made. This will be the subject of a special report.

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